

30 AUG 1993

CHAPTER 2 - PASS ORGANIZATION/PROGRAM MANAGEMENT

200. Implementation. PASS implementation consists of three phases.

a. Phase One, which was completed in 1982, consolidated pay, personnel, and passenger transportation services for the naval shore establishment into PERSUPP DETs which are managed on a regional basis by PERSUPPACTs. This consolidation included personnel services for Naval Reserve activities that were considered collocated with the PERSUPP DETs being established.

b. Phase Two, which is ongoing, automates field reporting of pay and personnel events at those activities through implementation of the Source Data System (SDS) which is the single automated information system that will eventually support all PASS functions.

c. Phase Three will capitalize on the consolidated and automated network to optimize efficiency and resource use throughout the Navy, including headquarters organizations, overseas activities, ships, afloat staffs, aviation squadrons and mobile units.

201. Titles

a. Official titles:

Personnel Support Activity
Personnel Support Activity Detachment

b. Short titles (SNDL):

PERSUPPACT
PERSUPP DET

c. Plain Language Address (PLA) for messages:

PERSUPPACT _____
PERSUPP DET _____

d. Informal titles:

PERSUPPACT
PERSUPP DET

30 AUG 1993

202. Program Management

a. Sponsorship. The Deputy Chief of Naval Operations (Manpower and Personnel) (N1) and the Principal Deputy Assistant Comptroller of the Navy (FM) are PASS Program co-sponsors. Sponsorship entails authority to establish policy which is jointly held by N1 and FM, and resource sponsorship which is the responsibility of N1. Agents for the co-sponsors are the Assistant Deputy Chief of Naval Operations (Manpower and Personnel) (N1B)/Deputy Chief of Naval Personnel, the Director, Defense Finance and Accounting Service - Cleveland Center (DFAS-CL) for military pay and disbursing, and DFAS-Columbus Center (DFAS-CO) for travel.

b. Functional Management. Functional management is held by the Assistant Chief of Naval Personnel, Management Support (Pers-3). The Director, Field Support Division (Pers-33) and PASS Program Manager (Pers-331) are responsible for providing technical support and knowledge to Pers-3 concerning policy development and implementation, program execution, and PASS Sponsor Program Proposal (SPP) preparation and defense in the Planning, Programming and Budgeting System (PPBS) process. Additionally, Pers-3 is the functional manager for SDS, responsible for validating SDS functional requirements and defense of SDS resource requirements within N1. Pers-33 and Pers-331 are the points of contact on all matters concerning PASS policy and procedures, resource requirements, implementation and SDS functional issues.

c. Configuration Management. Configuration management for PASS automated data processing (ADP) equipment and the associated software/programming is assigned to the ACNP for Management Support (Pers-3). As directed by Pers-3, the Director, Field Support Division (Pers-33) will coordinate, monitor, and approve all PASS software and hardware testing, installation, and implementation. The PASS Program Manager (Pers-331) is responsible for collecting, reviewing, and tracking system change requests (SCRs) and software trouble reports (STRs) that are submitted by the PERSUPPACTs and PERSUPP DETs. Pers-331 shall represent Pers-3 on the Configuration Control Board (CCB). PERSUPPACTs and PERSUPP DETs shall ensure that Pers-331 is provided copies of all SCRs and STRs.

d. Pay Policy and Procedures. DFAS-Cleveland will issue technical procedural instruction and policy for military pay and disbursing. DFAS-Columbus will issue technical procedural instruction and policy for travel. However, implementation of

policy and procedures concerning military pay, travel, and disbursing operations in PASS field offices will be coordinated with Pers-3.

e. Source Data System (SDS) Management. The Field Information Systems Division (Pers-103) (transitioning to Defense Information Technology Service Organization (DITSO)) plans, designs, develops, implements, and maintains Navy-wide field information systems for military and civilian personnel, including support and interface to pay systems. The SDS project officer is a member of the Pers-103 staff and prepares the SDS program budget. Additionally, the SDS project officer is responsible for the development (including definition of functional requirements validated by Pers-33/331, programming, testing, and exportation), implementation, operation, and maintenance of SDS, consulting with the Assistant for PASS/PASS Program Manager to ensure PASS requirements are met. Pers-103 may liaison directly with PASS field offices concerning all aspects of SDS.

f. Passenger Transportation Policy and Procedures. The Navy Passenger Transportation Management Office (Pers-332) develops Navy policy, program enhancements, and procedures pertaining to passenger transportation, consulting with the Assistant for PASS/PASS Program Manager in instances where PASS operations are affected. Pers-332 may liaison directly with PASS field offices concerning implementation of passenger transportation policy and procedures. Navy passenger transportation policies and procedures are contained in the Navy Passenger Transportation Manual (PTM), NAVMILPERSCOMINST 4650.2A.

g. Field Level Administration and Execution

(1) The major claimants designated for PASS (currently Chief of Naval Operations (CNO) (N09BF), Commander in Chief, U. S. Atlantic Fleet (CINCLANTFLT), Commander in Chief, U. S. Pacific Fleet (CINCPACFLT), Commander in Chief, U. S. Naval Forces Europe (CINCUSNAVEUR), Chief of Naval Education and Training (CNET), and Commander, Naval Reserve Force (COMNAVRESFOR) are responsible for establishment, execution, and administration of the PASS program in the field, including, but not limited to, identification of resource requirements and proper application of resources provided, initiation of establishment/disestablishment actions, manning, establishment of quality assurance standards, and general oversight of operations.

30 AUG 1993

(2) PERSUPPACTs oversee the day-to-day operation of PERSUPP DETS within a specified geographic area, providing funding, technical control, and guidance. PERSUPPACT COs report to the major claimant for primary duty. Additional duty relationships may also be established when approved by the major claimant and PASS Program Manager. PERSUPP DET Officers in Charge/Chief Petty Officers in Charge (OIC/CPOIC) report to PERSUPPACT COs for primary duty.

(3) PERSUPP DETs maintain the pay accounts and personnel records for active duty Navy personnel assigned to shore commands, including those assigned to joint and unified commands, and certain ships, aviation squadrons, mobile units and staffs within a prescribed geographic area. Additionally, the pay accounts of certain Navy commands and activities, primarily ships without disbursing capability and aviation squadrons when ashore, are maintained by PERSUPP DETs. PERSUPP DETs also maintain the personnel records of drilling inactive Naval Reserve personnel assigned to Naval Reserve Activities (NRAs) considered collocated with the PERSUPP DET, i.e., within 30 minutes driving time. (The personnel records of drilling inactive Naval Reserve personnel assigned to NRAs not collocated with a PERSUPP DET are maintained by the supporting reserve center or activity. The personnel records of non-drilling Pre-trained Individual Manpower (PIM), i.e., Individual Ready Reserve (IRR), retired, and retired reserve personnel, are maintained by the Naval Reserve Personnel Center.) PERSUPP DETs provide a range of pay, personnel, and passenger transportation services to commands and personnel they support, their dependents, retirees, dependents of retirees, and other service personnel and their dependents as outlined in chapters 5, 6 and 7 of this manual and pertinent directives. OICs of PERSUPP DETs report for primary duty to the PERSUPPACT CO and for additional duty to the base or station commander, or the area coordinator.

203. Inspections, Quality Assurance, Internal Review and Audits

a. Command Inspection. PASS major claimants are responsible for PERSUPPACT command inspections per OPNAVINST 5040.7K. When the command function is delegated, the major claimant shall ensure that personnel with the appropriate expertise in PASS management are included on the inspection team. Each PERSUPPACT will conduct a triennial formal inspection of each PERSUPP DET under its control using established quality assurance guidelines.

b. Quality Assurance Assist Visits. Each PERSUPPACT will establish a quality assurance assist visit program to

30 AUG 1993

periodically review PERSUPP DET operations and provide guidance. This program will monitor the quality of service and adherence to prescribed standards. As a minimum, quality standards, monitoring tools, and training guidelines will be established. A quality assurance team, staffed with qualified personnel in the fields of disbursing, personnel administration, and passenger transportation management will make quality assurance assist visits at PERSUPP DETs, including any CSD operations, as necessary, but not less than once a year. Visits shall include a review of pay accounts and service records, copies of paid travel claims, personnel accounting documents (Enlisted Distribution Verification Report/Officer Distribution Control Report (EDVR/ODCR)), Optical Character Recognition (OCR) document/SDS event files and reports, ADP system operations, customer service procedures, special PASS related interest items, and other records necessary to carry out a comprehensive review of on-going operations. The quality assurance team should then provide appropriate training for PERSUPP DET personnel in identified weak areas. This is to be an assistance program, not an inspection, and, consequently, should not be held concurrently with the triennial formal inspection. Results of the review will be provided to the PERSUPP DET OIC/CPOIC in writing.

c. Command Evaluation Program. Each PERSUPPACT shall establish a Command Evaluation (CE) program per OPNAVINST 5000.52A. The CE program provides the CO with a tool to detect deficiencies, improprieties, or inefficiencies, and is intended to result in recommendations to correct conditions that adversely impact mission accomplishment, command integrity, or economical use of command resources.

d. Disbursing Examination and Audits. To ensure proper management of financial resources and legal disbursement of public funds, on-site disbursing examinations, cash verifications and internal reviews are required within the PASS network. At a minimum, the following will be conducted.

(1) Quarterly Cash Verification. The PERSUPPACT CO will ensure a verification of each disbursing officer's cash account is conducted at least once each quarter. The verification will be unannounced and conducted at irregular intervals. Members of the cash verification board will be appointed in writing per NAVCOMPT Manual, Volume 4, chapter 3, section 2.

(2) Periodic Disbursing Examinations. SECNAVINST 7430.1D (NOTAL) requires unannounced on-site examinations of disbursing operations of all PASS network activities. These examinations

30 AUG 1993

are conducted on-site by teams from CINCLANTFLT Military Pay and Personnel Field Examination Group and Commander, Naval Base San Diego On-Site Examination and Assistance Division. Ashore activities maintaining Navy military pay accounts will be examined every 18 months.

(3) Periodic Audits. The Naval Audit Service may conduct audits of PASS activities every 3 to 5 years per SECNAVINST 7510.7E. These audits include a verification of the disbursing officer's cash account and an evaluation of the CO's cash verification program, but will not include a review of disbursing operations unless the activity's program is considered inadequate.

(4) Monthly Verification of Funds Held by Deputies, Agent Cashiers, and Other Disbursing Agents. The disbursing officer will verify the funds in the hands of a deputy, agent cashier, or other agent at least once during each month except for those months in which a cash verification board or representatives of a Navy area audit office or Navy disbursing on-site examination team have verified the funds; in which case, the disbursing officer verification may be omitted at the option of the disbursing officer. The verification will be on a surprise and unannounced basis and conducted per NAVCOMPT Manual, Volume 4, chapter 3, section 2. If the deputy or agent cashier is attached to a PERSUPP DET or office other than the one where the disbursing officer is attached, the OIC/CPOIC of the PERSUPP DET may be assigned in writing to conduct the monthly verification of funds provided the OIC/CPOIC is not the deputy or agent cashier whose funds must be verified, in which case either another responsible person assigned to the PERSUPP DET may be assigned in writing to verify the funds or, if necessary, the disbursing officer may request the CO of the activity where the PERSUPP DET is located to appoint a responsible person for the purpose of conducting this verification.